

SUGGESTED TOP SECRET CONTROL PROCEDURES

The regulations described in this memorandum place the responsibility for the safe transmission and custody of Top Secret matter on Top Secret Control Officers, Alternate Top Secret Control Officers and Assistant Top Secret Control Officers. These officers should personally establish and maintain the system of handling Top Secret matter herein described.

1. PROCESSING OF INCOMING TOP SECRET DOCUMENTS

- a. Top Secret documents of interest to a "Branch" will be delivered initially to the "Branch" Top Secret Control point, where each document will be logged in, indexed and given a "Branch" control number. A Top Secret Signature Record and Cover Sheet in duplicate will be prepared for each document (see attachment A). The original cover sheet will be stapled to the document and the duplicate will be used as a receipt form by the "Branch" control point and will be filed there as a charge out record until the document is returned or down graded.
- b. The "Branch" control point will deliver the Top Secret document to the Assistant Top Secret Control Officer of the appropriate office and obtain his signature on the duplicate Signature Record and Cover Sheet. The receiving Top Secret Control Officer will have the document entered on the Top Secret Log of his office using the "Branch"

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control number. The document will then be delivered by the Assistant TSCO to the Addressee. Each succeeding individual having access to the document will affix his signature on the cover sheet and enter the date and time or receipt and will initial and indicate the date and time of release to another individual. All Security approved individuals are authorized to see Top Secret documents. However, permission to see any particular document will be confined to those persons having a legitimate interest therein.

- c. Top Secret documents received by "Branch" personnel by a person-to-person contact will be reported to the Assistant Top Secret Control Officer who will immediately submit the document to the "Branch" control point for logging in, indexing and a "Branch" Top Secret control number. After such procedure, the document will be returned to the Assistant Top Secret Control Officer who submitted same in order that he may accomplish the necessary entries.
- d. The Assistant Top Secret Control Officer will be responsible for the document so long as it remains in his office. Top Secret documents will be maintained only in combination safes or combination type filing cabinets. As soon as the document has served its purpose, it will

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be returned to the "Branch" control point for permanent filing. In no case may a Top Secret document be dispatched to another office within the "Branch" or to an office outside the "Branch" except by being transmitted through the "Branch" control point. Assistant Top Secret Control Officers will periodically check their files to ascertain the presence of each Top Secret document with which they are charged.

2. PROCESSING OF OUTGOING TOP SECRET DOCUMENTS

- a. Outgoing Top Secret documents originating in a "Branch" will be stamped Top Secret at the top and bottom of each page, enclosed in two (2) sealed envelopes with proper receipts and recorded in the log of the office in which the document is originated. The inner envelope will be stamped Top Secret and will be addressed to the addressee by title or by name, and will contain an appropriate receipt form. The outer envelope will be addressed in the ordinary manner but must be clearly marked "Handle by Officer or Especially Designated Courier Only." The document will then be handed to the Assistant Top Secret Control Officer of the office in which the document is originated.
- b. The Assistant Top Secret Control Officer will review the document to determine whether the security aspect of

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its contents justifies Top Secret classification. He will then deliver the document, together with his log sheet to the "Branch" control point.

- c. The "Branch" control point will acknowledge receipt of the document by signing this log sheet. The document will then be assigned an outgoing control number and be dispatched by Top Secret Courier.

3. PROCESSING OF TOP SECRET CABLES

- a. Top Secret Cables can be handled in the same manner as that prescribed for Top Secret documents except that it may not be necessary for the various offices to return their copies of cables to the "Branch" control point for permanent filing.

4. DUTIES OF ALTERNATE TOP SECRET CONTROL OFFICERS

- a. Alternate Top Secret control officers are responsible for over all supervision of this system of safe guarding Top Secret documents within a "Branch". Only several need be appointed in a "Branch" and it is suggested they conduct periodic checks of office files within their "Branch" to insure the Top Secret procedures are being followed.

5. DUTIES OF ASSISTANT TOP SECRET CONTROL OFFICERS

- a. Assistant Top Secret Control Officers should be appointed in each office within a "Branch" to receive, maintain

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custody and transmit Top Secret documents for their offices in accordance with this procedure. Before an Assistant TSCO may be relieved of his assignment, he will account for each recorded Top Secret document to his successor. Assistant TSCOs will be responsible for insuring that Top Secret documents in their offices are being handled in conformity with these procedures. It is suggested that Assistant TSCO's inspect the Top Secret documents and files presently in their offices in order to reduce them to the smallest number consistent with the requirements of the office. The "Branch" control point should be recognized as a permanent repository for all Top Secret documents which are not being used by the various offices. Each Top Secret document presently filed in an office should be reviewed for possible down grading or return to the "Branch" control point for destruction or permanent filing. After this has been accomplished, the Assistant TSCO will verify that the Top Secret documents in his office are recorded on his log and that the "Branch" control point has him charged with only these documents.

- b. With the approval of the appropriate "Branch" officers Assistant TSCOs should be authorized to cancel or down grade the classification of documents originated within

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their respective offices by writing or stamping over the mark at the top of the first page, "Classification canceled or changed to _____, by authority of (officer authorized to change), by (name and grade of officer making the change and the date thereof)." After this has been completed, necessary entries will be made on the document cover sheet and the document will be either returned to the "Branch" control point or the "Branch" control point will be notified in writing of the change in classification.

6. DESTRUCTION OF TOP SECRET DOCUMENTS

- a. Destruction of Top Secret documents will be accomplished in accordance with existing regulations. Custodians will periodically survey all such documents in their possession and, if deemed of no use, will transmit same to the "Branch" control point for appropriate disposition. Rough drafts and extra copies, preserved solely for convenience, which were prepared within a particular office may and should be destroyed by the originating office. All other Top Secret material will be transmitted to the "Branch" control point for determination of its value and proper disposal.

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